Coeur d'Alene Interagency Dispatch Center

11569 N. Airport Drive
Hayden ID 83835
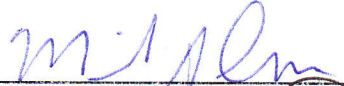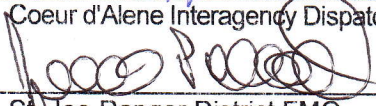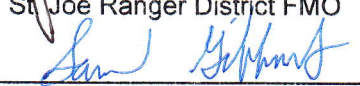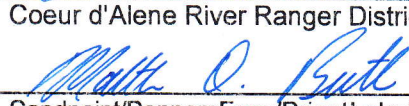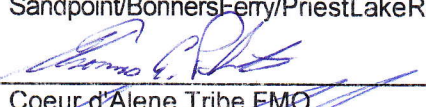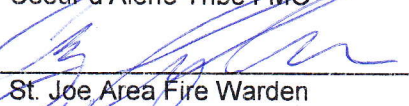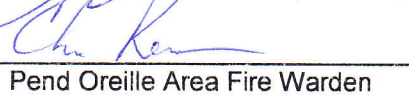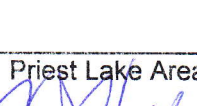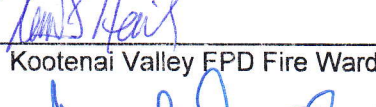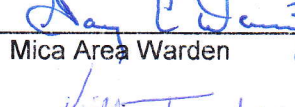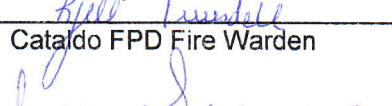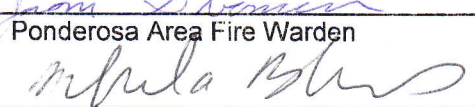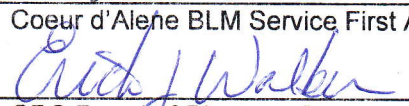
STANDARD OPERATING PROCEDURES
2014

IDAHO PANHANDLE NATIONAL FORESTS
IDAHO DEPARTMENT OF LANDS
COEUR D'ALENE TRIBE
BLM COEUR D'ALENE FIELD OFFICE

APPROVED: _____   5/30/14
Coeur d'Alene Interagency Dispatch Center Mgr.   DATE

APPROVED: _____   4/11/14
St. Joe Ranger District FMO   DATE

APPROVED: _____   4/11/14
Coeur d'Alene River Ranger District FMO   DATE

APPROVED: _____   4/11/14
Sandpoint/BonnersFerry/PriestLakeRDs FMO   DATE

APPROVED: _____   4-11-2014
Coeur d'Alene Tribe FMO   DATE

APPROVED: _____   4-11-2014
St. Joe Area Fire Warden   DATE

APPROVED: _____   4/11/2014
Pend Oreille Area Fire Warden   DATE

APPROVED: _____
Priest Lake Area Fire Warden   DATE

APPROVED: _____   4/11/14
Kootenai Valley FPD Fire Warden   DATE

APPROVED: _____   4/11/14
Mica Area Warden   DATE

APPROVED: _____   4/11/14
Cataldo FPD Fire Warden   DATE

APPROVED: _____   4/11/2014
Ponderosa Area Fire Warden   DATE

APPROVED: _____   4/11/14
Coeur d'Alene BLM Service First AFMO   DATE

APPROVED: _____   5/22/14
CDC Board of Directors Chair   DATE

PRODUCED ANNUALLY BY:

Coeur d'Alene Interagency Dispatch Center
Located at the Coeur d'Alene Airport
11569 N. Airport Drive, Hayden, Idaho 83835

RECORD OF REVISIONS
ENTER REVISION DATE UPON RECEIPT

REVISION NUMBER	DATE POSTED
Original Plan	June 1999
Revision 1	June 2000
Revision 2	May 2001
Revision 3	May 2002
Revision 4	June 2003
Revision 5	May 2004
Revision 6	April 2005
Revision 7	May 2006
Revision 8	May 2007
Revision 9	May 2008
Revision 10	May 2009
Revision 11	April 2010
Revision 12	May 2011
Revision 13	May 2012
Revision 14	May 2013
Revision 15	May 2014

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TABLE OF CONTENTS

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CHAPTER 10 - OBJECTIVES, POLICY AND SCOPE OF OPERATION

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CHAPTER 10 – OBJECTIVES, POLICY AND SCOPE OF OPERATION

11 MISSION

The mission of Coeur d'Alene Dispatch Center (CDC) is to be a service organization, providing support first to the firefighter on the ground and on up through the fire management and agency organization for each participating member agency, while also providing a service to the public and keeping firefighter and public safety as the highest priority.

Authority for CDC is delegated through the Local Annual Operating Plan, which is signed by the participating agencies. This guide is intended to be a means for providing management oversight of the operation of CDC by the Board of Directors of the Center. The Unified Agencies Operations Group (UAOG) annually approves CDC's Standard Operating Procedures which provides overall direction for dispatch operations. The guide will identify specific services the Center is expected to provide and the standards to be met. In addition, this guide will define roles, responsibilities, and operational procedures for the office. The document is intended to provide overall guidance to dispatchers; specific processes, procedures, and instructions are detailed in the **CDC Office Procedures Guide**. In order to avoid duplication, many procedures identified in this guide will refer to other existing manuals or guidebooks whenever possible.

Nondiscrimination

The Coeur d'Alene Interagency Dispatch Center prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

11.1 OPERATIONAL GOALS

In order to provide safe, cost-effective mobilization of emergency resources, to promote efficient operations through interagency cooperation and standardized procedures, and to be equally responsive to all agencies served, CDC will:

- Recognize human life as the first priority in wildland fire management. Once firefighters are committed to an incident, they are the number one priority. Property and resource values are the second priority, with management decisions based on values to be protected.

- Emphasize public and firefighter safety in all aspects of our operations.

- Identify incident priorities according to national priority criteria regardless of agency.

- Recognize agency-specific requirements on pre-suppression and suppression orders, special equipment requests, and skill requests.

- Recognize sensitive, political, or special issues and follow through to minimize their impact on current conditions.

- Provide timely communications on information and decisions that affect the interagency community.

- Give all agencies equal consideration to fill resource requests.

- Conduct post season reviews on each zone.

CDC is a true interagency dispatch center, not a co-location of independent dispatch operations for each agency.

11.2 DEFINITIONS OF TERMS

BOD Board of Directors	Provides management oversight, budget approval for Coeur d'Alene Interagency Dispatch Center.
BLM	Bureau of Land Management, Department of Interior
CDC Coeur d'Alene Interagency Dispatch Center	An interagency dispatch center set up to handle fire and other emergency dispatching for the Idaho Panhandle National Forests, Idaho State Department of Lands and Coeur d'Alene Tribe. Mobilization and logistical support provided to the Kootenai National Wildlife Refuge and the Bureau of Land Management.
CDC Dispatch Area	Those areas within the Idaho Panhandle National Forests, Idaho Department of Lands North Operations areas, and the Coeur d'Alene Tribe fire protection.
CDT Coeur d'Alene Tribe	The Coeur d'Alene Tribe, headquartered outside of Plummer, Idaho.
Central Zone	Forest Service: Coeur d'Alene River Ranger District, Coeur d'Alene Nursery, and IPNFs Supervisor's Office, Idaho Department of Lands: Mica and Cataldo Supervisory Areas, BLM: Coeur d'Alene Field Office
Duty Officer	An individual designated by the fire manager to be the contact person for dispatch during a given 24-hour period. This individual is temporarily delegated authority and responsibility to manage incidents and conduct daily functions at the district level.
Expanded Dispatch	The additional dispatch organization created by adding positions and personnel to efficiently provide logistical support and handle incident and agency needs as workloads increase.
Extended Attack	Suppression activity for a wildfire that has not been contained or controlled by initial attack or contingency forces and for which more firefighting resources are arriving, en route, or being ordered. Extended attack implies an increased incident complexity level.
Fire Manager	A person permanently assigned by the line officer to be responsible for decision making aspects of fire management activities for their organization at the district or forest level.
FPD	Forest Protective District
IDL	Idaho Department of Lands
IPNF	Idaho Panhandle National Forests
Initial Attack	Appropriate initial response to a wildfire, whether monitoring, aggressive suppression, or in between.

Initial Attack Resources	Agency resources that are trained and equipped as first responders for wildland fires.
I.C.	The individual (incident commander) responsible for the management of all aspects of an incident.
Intelligence Dispatcher	The individual responsible for gathering and distributing information on weather and fire activity at the local level as well as geographical level.
MAC Multi-Agency Coordination	A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.
Jurisdictional Agency	The agency having overall land and resource management responsibility as provided by Federal or State law.
Mobilization Guide / District Fire Plan	Agency specific guidelines for wildfire preparedness.
North Zone	Forest Service: Priest Lake, Sandpoint, and Bonners Ferry Ranger Districts, Idaho Department of Lands: Pend Oreille, Priest Lake, and Kootenai Valley Supervisory Areas, and Kootenai National Wildlife Refuge.
Operations Fire	A human-caused fire, originating from a forest management activity.
Protecting Agency	The agency responsible for providing direct wildland fire protection to a given area pursuant to an agreement.
South Zone	Forest Service: St. Joe Ranger District, Idaho Department of Lands: St. Joe and Ponderosa Supervisory Areas, and Coeur d'Alene Tribe
UAOG Unified Agencies Operations Group	A combined group of CDT, IDL, and IPNF Fire Managers, FMOs, and Fire Wardens or their Actings from the districts/areas served by the dispatch center.
USFS	United States Forest Service, Department of Agriculture
WFSA	**W**ildland **F**ire **S**ituation **A**nalysis Fire decision-making process and documentation system used by IDL.
WFDSS	**W**ildland **F**ire **D**ecision **S**upport **S**ystem Federal fire decision-making process and documentation system.
WildCAD	Computer-aided dispatch program used for fire documentation and resource tracking

11.3 FORMAT

The CDC SOPs are a compilation of procedures and information covering all aspects of the dispatching function. Additional subject matter may be written and incorporated into the plan, as deemed necessary by the UAOG and/or the Center Manager. Procedures will be evaluated and modified as needed when deficiencies are identified or when improvements can be made.

11.3.1 ADDITIONS AND MODIFICATIONS TO OPERATING PROCEDURES

Personnel from CDC or the UAOG can initiate additions or changes to the Operating Procedures. Proposals for additions will be sent initially to the Center Manager for review and comments, and then routed to each UAOG member for review. The Center Manager will then make any needed corrections to the proposal based on comments received and approval of UAOG members.

CDC is an operation involving multiple agencies, each committed to the goal of providing fire management, and each having its own unique set of policies. This provides a certain level of complexity, which must be accommodated through rapid problem solving and open lines of communication. All personnel involved with the Center, from firefighters to agency administrators, have responsibility to identify procedures that do not work well and to suggest changes in a positive manner.

The Center Manager should keep a historical file of the Operating Plan in order to have a record of why certain procedures were added or changed and to prevent future problems.

12   AGENCY POLICIES

12.1   FIRE SUPPRESSION POLICY

Refer to the Forest Service Manual 5100, the Idaho Department of Lands Fire Management Handbook, and the Coeur d'Alene Tribe Fire Plan for more formal policy information.

Suppression of Wildfires

Responsible officials shall conduct fire suppression in a timely, effective, and efficient manner, giving the first priority to firefighter and public safety. Fire behavior, the availability of suppression resources, resource objectives, the values of natural resources and property at risk, and the potential cost of suppression will be considered. All employees are expected to promptly report wildfires to CDC.

Fire Suppression Safety

Firefighter and public safety is the first priority in every fire management activity. The principle of safety maintains that ensuring the safety of firefighters and other persons affected by fire operations is fundamental to successful suppression action. Safety not only contributes to successful actions, it is indispensable to them.

Structure, Vehicle, and Dump Fires

Structure, vehicle, and dump fire suppression is not a functional responsibility of wildland fire suppression resources.

IDL resources receive guidance from the IDL Fire Management Handbook (FMH 838); USFS and BLM resources should refer to the Interagency Standards for Fire and Fire Aviation Operations.

Hazardous Materials

Actions of agency personnel on incidents involving hazardous materials will be limited to those emergency measures necessary for the immediate protection of themselves and the public. If the material is a health and safety hazard requiring special measures for control and abatement, the appropriate public safety agencies should be promptly notified. Follow the procedures in the Incident Response Pocket Guide and make appropriate agency contacts.

13   CDC RADIO POLICY

13.1   RADIO PRIORITY

During periods of multiple radio calls and/or fire overload situations, incoming radio traffic shall be prioritized in the following order:

1. Life threatening, death, injury or major accident
2. Flight following and emergency law enforcement check-ins
3. New starts or existing incidents escaping control/containment
4. Support of on-going fires
5. Other administrative and routine traffic

14   SEASON AND HOURS OF OPERATION

14.1   OFFICE STAFFING

Basic staffing hours for Coeur d'Alene Dispatch Center are 0730 to 1600 hours, Monday through Friday. Starting approximately July 1 each year, hours of operations will be 0730 to 1800 hours, seven days per week, with an evening dispatcher until at least 2400 hours, five days per week. As activity occurs, CDC will staff as appropriate, or upon request for activities such as prescribed burning with an agency-specific pay code.

A dispatch duty officer will be available as needed through the **24-hour phone number (208) 772-3283**.

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CHAPTER 20 - ADMINISTRATIVE PROCEDURES

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CHAPTER 20 – ADMINISTRATIVE PROCEDURES

21   INITIAL ATTACK

Dispatchers shall broadcast "In Service" and "Out of Service" after opening and before closing each day during fire season.

Dispatchers will coordinate resource needs with the Duty Officer or IC when assigned. Every attempt will be made to provide resources requested. Notification of resource status will be communicated to the Duty Officer or IC throughout the incident including available, other agency, and shared resources.

Dispatchers may assign alternate frequencies to fires in order to ease radio traffic congestion or arrange for other appropriate means of communication.

Dispatchers will notify the Assistant Center Manager-Operations when an incident goes to extended attack.

WildCAD will be the primary method used for dispatch documentation. All fires and assigned resources will be entered into ROSS as soon as time allows; potential extended attack fires will be a priority. WFDSS incidents will be created and basic data entered for all fires on Tribal, BLM, or National Forest lands or under CDT or IPNF protection, as soon as time allows. Districts may enter WFDSS data if needed sooner, but must advise CDC.

21.1   DUTIES

New fire documentation, planned activities, availability and location of personnel and equipment will be reviewed daily.

After reaching Preparedness Level 3 for the CDC zone, appropriate discussion will be broadcast with the morning fire weather forecast. This discussion may include availability of aviation or other staged resources, fire activity, or significant changes in fire danger.

A complete radio/telephone log, clearly identifying and tracking dates (mm/dd/yr), times, names of people and/or resources involved, and accounts of all incidents will be maintained in WildCAD in the Daily Log or an Incident Log. Logs shall have sufficient detail and clarity to stand as legal documents. Alternatively, paper log book forms and hard copy preliminary incident reports (PIR) may be used, but must then be transferred into WildCAD. If the dispatch office is not in operation, the duty officer/district must maintain a log until CDC is in service.

Multiple Fire Situations

When multiple fires have been reported on a District, the District Duty Officer and the Initial Attack Dispatcher will discuss and set priorities. The Assistant Center Manager-Operations may or may not be involved.   The Local Multi-Agency Coordination (MAC) Group may or may not be organized or involved.

When multiple Districts are involved and resource competition exists, the District Duty Officer, Center Manager, Assistant Center Manager-Operations and the Local MAC, if organized, or Federal and/or IDL Fire Bureau duty officers will discuss and set priorities.

After coordination between the D.O. and CDC, the most appropriate resources will be dispatched to each fire based on priority. Multiple starts may be treated as a complex. Pre-positioning of personnel and equipment may be initiated as needed.

21.2   INITIAL ATTACK PROCEDURES

CDC Phone Number: (208) 772-3283 (24 hr)

- If fire report is from a 911 Center, get the phone number of the reporting party (RP). Call the RP if necessary to get additional information or relay this number to duty officer.

- If Local Government is the initial responder, ask if they are requesting assistance.

- Plot fire report in WildCAD and check existing incidents.

- Check for burn permits in the area (IDL, Forest Service, and Rural Fire Protection District). Call burn permit holder to check if they are burning.

- Initiate incident in WildCAD and determine location, protection responsibility, and ownership.

- Notify appropriate duty officer. Dispatch resources as directed by the duty officer. If resources from another unit are dispatched, notify their duty officer.

- The duty officer will identify the IC; CDC dispatcher will communicate this information to all parties responding or involved.

- Keep duty officer advised of current information until the IC arrives on scene.

- Check for industrial or aviation operations within the fire vicinity, notify IC of their location.

- Upon arrival at the fire the initial attack IC will size up the fire and provide information to CDC; location (lat/long from GPS in degrees/decimal minutes format), ownership, and protection responsibility will be confirmed.

- Establish fire name as soon as it is reasonable to do so, especially during multiple fire situations, or if aviation resources are ordered.

- If structures are threatened or evacuations are considered, notify the Duty Officer as soon as practical. Remember local law enforcement has the authority to initiate evacuations.

- Notify jurisdictional agencies involved and private land owner if known.

- The IC shall provide CDC with timely information regarding resource arrival times, resource needs, any substantial change in fire behavior or suppression needs, fire containment and control times, date and time the fire is declared out. Cell phone use for size-up or fire behavior communication between the IC and dispatch shall be discouraged.

- CDC will monitor the weather and immediately advise the IC of any potential concerns, regardless of time of day (including personnel bedded down outdoors at night).

- As resources become available for release, the IC will advise CDC of all demobilization plans.

- CDC will assign and document appropriate fire numbers for all confirmed fires within the dispatch area.

- Create WFDSS incident and enter basic data for all fires on Tribal, BLM, or National Forest lands or under IPNF or CDT protection as soon as time allows, once the fire is confirmed.

- Enter all fires and assigned resources into ROSS as soon as time allows.

- The Forest Supervisor must grant prior approval for the use of mechanized equipment on fires in the Salmo-Priest Wilderness on the Priest Lake Ranger District. The Duty Officer for the Priest Lake Ranger District will contact the District Ranger who will then call the Forest Supervisor directly. If the Duty

Officer cannot reach the Ranger (or Acting), they will then contact the IPNF FMO (or Acting) to call the Forest Supervisor.

- If a reported fire is near the Kootenai NF boundary, remind duty officer of IPNF/KNF border procedures.

Refer to the CDC Office Procedure Guide, Chapter 50, for more specific duties and size up information.

21.3   FIRE REPORTS

- WildCAD documentation will be filed or emailed to the district within three days after the incident has been declared out, or when requested.

- IDL districts are responsible for their agency's individual fire reports. IDL districts will forward copies of Preliminary Fire Reports to CDC; CDC will check them against WildCAD documentation and fire lists, and file them electronically in the individual fire folder.

- Coeur d'Alene Tribe Fire Management is responsible for their individual fire reports. CDC will pull completed reports from WFMI for data verification and filing.

- CDC will initiate the FS-5100-29, Individual Fire Report, for each Forest Service fire (IPNF protection or USFS ownership) and send to district for completion (including IDL-Ponderosa fires on Palouse Ranger District). CDC will enter IPNF fire reports into the FIRESTAT fire reporting program within 10 days after the fire is declared out, or for large fires, within 10 days after suppression strategy has been met. The Palouse District FMO (and/or Grangeville Dispatch) will be responsible for FIRESTAT entry for Ponderosa fires on Palouse lands.

- Fires that occur on National Forest or BLM ownership under Idaho Department of Lands protection or fires that occur on Idaho Department of Lands ownership under Forest Service protection require a completed fire report to be forwarded or filed for use by the appropriate jurisdictional agency district office.

- CDC will notify the Federal Duty Officer of any fires on BLM lands.. CDC will enter completed fire reports into the WFMI fire reporting program.

- CDC will notify the CDT Duty Officer of fires that occur on Coeur d'Alene Tribal lands under IDL protection as soon as time allows.

22   NOTIFICATIONS

Implementation of the CDC WildCAD text/email feature will include many of the notifications listed below. Notification groups will be custom-developed per individual manager/duty officer preferences.

Duty Officers will be posted on the CDC Resource Status webpage (by CDC dispatchers) upon notification from districts.

The use of the text/email notifications and the duty officer status page may eliminate use of the CDC Daily Briefing as a notification tool.

22.1   DISTRICT DUTY OFFICER NOTIFICATION LIST

Notify the appropriate District Duty Officer anytime there is a situation developing that you feel needs to be brought to their attention. Examples include the following:

- Fire reported within or immediately adjacent to their protection area

- Confirmed fire on their agency-owned lands protected by another agency
- Injury, accident, or other emergency incident on district (employee or public).
- Injury or accident involving district employee while on off-unit assignment.
- Off-unit movement of their resources – reassignment, demob, travel, etc.

Other CDC WildCAD text/email notifications will be sent according to the list custom-developed for each district.

District Duty Officer will make line officer notifications as needed.

22.2 CENTER MANAGER NOTIFICATION LIST

Notify the Center Manager and Assistant Center anytime there is a situation developing that you feel needs to be brought to their attention. Examples include the following:

- Fire exceeds 5 acres (or less if it has potential).
- Multiple fires – 5 or more (or fewer if potential for extended attack).
- Injury or accident requiring notification.
- Structure loss from wildland fire.
- Aircraft accident or incident with potential.
- Red Flag Warnings or Watches.
- Search and Rescue incidents within the CDC Dispatch Zone.
- Resource dispatch or movement – night notification can wait until morning.
- Mobilization of any Incident Management Team or Buying Team.
- Mobilization of National resources assigned to or located within the CDC Dispatch Zone.
- Mobilization of IPNF or IDL EXU Helicopters or SEATs.
- Mobilization of Type 2/Type 2IA Crew
- Initiation of Planning Level 4 or 5 for the Northern Rockies Geographic Area.
- Anytime there is a situation developing that you feel needs to be brought to the attention of the Fire Managers.
- FOIA request.

The Center manager (or Acting) will also notify the Federal Fire Duty Officer and/or IDL Fire Bureau Duty Officer as needed.

22.3 FEDERAL FIRE DUTY OFFICER NOTIFICATION LIST

Notify the Federal Duty Officer anytime there is a situation developing involving federal resources, lands, or protection that you feel needs to be brought to their attention. Examples include the following:

- Fire exceeds 5 acres (or smaller if it sounds like the fire has potential.)
- Multiple fires per zone – 2 or more.
- Fires on or threatening BLM land.
- Injury or accident requiring notification.
- Structural loss from wildland fire.
- Aircraft accident, near miss or incident with potential, also contact UAO.
- Red Flag Warnings or Watches.
- Search and Rescue incidents that involve federal employees.
- Mobilization of national resources.

- Mobilization of aircraft to use retardant or buckets on federal land, also contact UAO.
- IPNF EXU helicopter used for IA, (after the fact - pre-approval not needed).
- Request to mobilize the IPNF EXU helicopter out of area.
- Request to mobilize IMT or Buying Team for IPNF incident.
- Moving of federally assigned resources around the Forest/CDC zone being considered.
- Extending of federally assigned resources in anticipation of fire activity being considered.
- Operational decisions requiring prioritization of resources on federal lands.
- Fire being considered as a candidate for being managed for resource benefit (notification normally made by district).

22.4 IDL FIRE BUREAU DUTY OFFICER NOTIFICATION LIST

Notify the IDL Fire Bureau Duty Officer anytime there is a situation developing involving IDL resources, lands, or protection that you feel needs to be brought to their attention. Examples include the following:

- IDL aircraft mobilized.
- Multiple fires per IDL district or fires with potential.
- Serious injury or accident on IDL fire or involving IDL employee, on or off home unit.
- Emergency incident or serious public injury or accident on IDL land or IDL fire.
- Structural loss from wildland fire.
- Considering mobilizing an IMT for an IDL incident.

23 EXTENDED ATTACK - LARGE FIRES

23.1 LARGE FIRES, EXPANDED DISPATCH

Refer to the CDC Interagency Mob Guide, Chapters 20 and 30.

Refer to the CDC Expanded Guide.

23.2 CHAIN OF COMMAND – EXTENDED ATTACK

The line officer or their representative will determine the proper management organization required, based on the appropriate response. CDC Center Manager, Assistant Center Manager-Operations, and district duty officer will discuss strategy if it appears incident objectives will not be met within the first burning period; an extended attack organization may need to be considered (i.e., Type 3 or functional assistance).

24 FIREFIGHTING RESOURCE MOBILIZATION

Refer to the CDC Interagency Mob Guide, Chapter 20, for firefighting mobilization guidelines.

Refer to the CDC Interagency Mob Guide, Chapter 20, and the Idaho Fire Service Organization Rate Book for Local Government Resource Mobilization.

25 DETECTION AND REPORTING

25.1 LOOKOUTS

All lookouts in the dispatch zone will report fires to CDC, as well as keep CDC informed of any lightning or unusual weather that may affect the dispatch zone. Lookouts will inform CDC of their work schedules and should check in/out daily on a pre-determined schedule. The lookouts that may be staffed are as follows:

NZ –   Lookout Mtn (Priest Lake IDL FPD Office)
        Sundance (Priest Lake IDL FPD Office) – volunteers
        Gisborne (Priest Lake RD)
        Indian Mtn (Priest Lake RD)
        Hughes Ridge (Priest Lake RD)
        South Baldy (Priest Lake RD and Colville NF)
SZ –   Middle Sister (St. Joe RD)

There are several other lookouts within the dispatch zone that are no longer used for fire detection, including some used as recreation rentals, that could potentially be used in emergency fire situations.

25.2 AERIAL OBSERVATION

All detection requests will be submitted through CDC by the district Duty Officer. Detection flights will utilize Automated Flight Following (AFF) for all flight following. Communication of strategic locations and entering/leaving protection areas, as well as any detection communication, shall take place on the appropriate protection frequency.

For further direction see Chapter 80.

25.3 FIELD-GOING PERSONNEL

All field-going personnel will report fires to CDC. If unable to make direct radio contact, they will relay through a lookout or district office to CDC.

26 COST CODES

26.1 WILDLAND FIRES

IDL Dispatchers

- Idaho Department of Lands dispatchers will charge their base time and overtime to PCA 72000 for all wildland fires unless directed to use a unique PCA for a specific fire.

FS Dispatchers

- For general fire support when a FireCode has not been generated or support of multiple fires, FS dispatchers will use P1EK3Y with override code 0104.

- Forest Service dispatchers will charge their base 8 and overtime hours to a "P-code", generated from FireCode, when working on specific Federal fires.

- When working on an IDL fire, FS dispatchers will charge their time to P1E7V6 with override code 0156.

26.2 PRESCRIBED FIRES

IDL Dispatchers

- IDL dispatchers working overtime on Idaho Department of Lands prescribed fires will use the PCA (job code) and project number established by IDL area offices for each burn or project.

- IDL dispatchers working overtime on Forest Service prescribed fires will code their overtime to the normal dispatch PCA along with a project number specific to each burn or project, obtained through the IDL Help Desk.

FS Dispatchers

- To cover the costs of Forest Service employees working overtime on Idaho Department of Lands prescribed fires, a reimbursable charge code will be used. Job Codes will be established annually (October 1st) for each IDL area through the IPNF Grants & Agreements section.

ID-KVS	WFXNJ2
ID-POS	WFXNJ3
ID-PLS	WFXNJ4
ID-MIS	WFXNJ5
ID-CAS	WFXNJ6
ID-SJS	WFXNJ7
ID-PDS	WFXNJ8

- While working overtime on an FS prescribed fire, FS dispatchers will charge their time to the FS project charge code.

26.3 FIRECODE

Fire codes are required for all Coeur d'Alene Tribe and Forest Service fires, any fires on BLM ownership, and any IDL fires that have Forest Service charges. Fires on BLM ownership require unique fire codes. Fires managed for less than full suppression do not require unique fire codes unless meeting other FireCode requirements. Refer to **Forest Service FY2014 Guidance for Use of Incident Job Codes:**

http://www.fs.fed.us/fire/ibp/cost_accounting/2014_incident_Job_code_direction.pdf

Reimbursable and **Trespass** are terms used in FireCode in relation to Forest Service cost recovery.

- Reimbursable refers to non-FS fires where the FS may seek reimbursement from the protecting agency for FS costs incurred (FS assist, tanker base support, etc).

- Trespass refers to those human-caused fires within FS protection for which the FS could potentially be billing a responsible party.

With the exception of Coeur d'Alene Tribe fires, FireCode requests will generally have either "Reimbursable" or "Trespass" checked, but not both.

26.4 BOUNDARY FIRES

All boundary fires that occur between two agencies shall get separate accounting cost codes. **Refer to the current Local Annual Operating Plan**.

27 FIRE INVESTIGATION

If the initial attack IC suspects a fire is person-caused and desires further investigation, he/she will initiate the request for a fire investigator through CDC. The agency with protection responsibility will provide a qualified investigator. If none are immediately available, the closest qualified and available investigator may be used to fill the resource order until the agency with protection responsibilities can provide a lead investigator. A cooperator may be used to assist in the investigation of the fire but should not take the Lead Investigator role.

27.1 FOREST SERVICE CLAIMS

Refer to FSM 6570 for Forest Service claims process and procedure.

28   OTHER INCIDENTS

28.1   LAW ENFORCEMENT

Check-In Procedures

USFS Law Enforcement Officers (LEOs) normally check in and out with their County's 911 Dispatch Center, but may contact CDC when they are on duty ("in service") and when they go off duty ("out of service"), or if they cannot contact the County 911 Dispatch Center because of the remoteness of their location. Unless requested, CDC will not specifically track their status/location. A separate USFS frequency has been established for law enforcement use within Kootenai County, but CDC, FPO's, and other IPNF employees do NOT have access to this frequency. If CDC needs to contact an LEO, first try the forest admin frequency, then cell phone. If still unable to contact, the dispatcher may contact the officer's appropriate County 911 Dispatch Center.

Forest Protection Officers (FPO's) may check in and out with CDC; they will be tracked on the board and in the WildCAD Daily Log, but not in WildCAD Resource Status (unless functioning as Initial Attack resources).

LEO's or FPO's may request CDC to set a timer on them when making public contacts or stopping vehicles. This ensures the officer has contact with the dispatch center during or after the stop if they feel their safety may be in question. CDC may also be requested to run vehicle license plates through the sheriff's office to check on vehicle registration, driver's status, or wants/warrants.

Notification Guidelines

The following guidelines detail when the Patrol Captain (or Acting) should/should not be notified regarding routine, non-routine, and emergency calls. In situations where notification is necessary, notice should be made as soon as possible.

- **Routine Calls**

    No Notification Required: LEO response to non-emergency, non-felony incidents that pose no known or anticipated threat to the officer.

- **Emergency Calls**

    Notification Required: An emergency incident is clearly life threatening. An emergency response may also be necessary in situations where a delayed response may result in the destruction of evidence or escape of the suspect. A crime of violence in progress would meet this criteria as well as any situation that necessitates the officer utilizing emergency equipment to respond to the call.

- **Off-Forest Assignment**

    Approval Required: Requests for off-forest assignments of law enforcement personnel for any assignments require the approval of the Patrol Captain (or Acting). Unless approved in advance, the Acting will not be available for off-forest assignments during their Acting assignment.

Refer to the CDC Office Procedure Guide, Chapter 90, for specific procedures on Law Enforcement

County Co-op Law Enforcement Agreement Exhibit A's are filed in the CDC Master SOP/Agreements book in the CDC Library.

28.2 EMERGENCY INCIDENTS (NON-FIRE)

The appropriate county sheriff's office is the coordinating office for all non-fire incidents and search-and-rescue missions within the dispatch area (with the exception of in-house incidents, below). The county is responsible for any search-and-rescue charges; therefore, all requested resources will be ordered by the county. Resource requests from the county to CDC are required to be documented in writing (minimum of fax or email) from the county, with time, date, and ordering individual's name. CDC will coordinate all activity with the sheriff's office and for incidents occurring on National Forest lands, will operate in accordance with the **Northern Region Emergency Plan** and the **Idaho Panhandle NF Incident Management and Communication Procedures** and notify the Patrol Captain and Special Agent so that they may start a response as well.

For circumstances involving in-house searches for agency personnel on National Forest lands, the only requirement is to notify the appropriate sheriff's office that CDC is coordinating a search and rescue.

Upon request, CDC will initiate appropriate action for incidents involving agency personnel occurring on agency lands, in accordance with county sheriff, Northern Region and IPNF and IDL emergency plans and policies. The Forest Service districts may request this action be taken by CDC.

Refer to the **Northern Region Emergency Plan** and the **Idaho Panhandle NF Incident Management and Communication Procedures** for direction and procedures for natural disasters, search and rescue, and national emergencies occurring on National Forest lands, regardless of fire protection jurisdiction. Refer to the IDL **Critical Incident Response Guide** for incidents involving IDL personnel. Refer to the **Coeur d'Alene District Incident Procedures Plan** for incidents involving BLM personnel or lands.

After initial appropriate emergency response actions are taken, CDC will notify the appropriate authorities and agency specific duty officers.

Field Notification Procedures for Incidents with Potential Harm

In the event that CDC is either aware or has been notified that employees in the field may be exposed to threats from an individual or individuals or an event is occurring with the potential to harm, CDC will broadcast an emergency message on all appropriate frequencies, in coordination with agency LEO's and 911 centers. Individual supervisors will need to ensure their employees check-in/out according to their group/agency procedures during such an event.

28.3 EMERGENCY NOTIFICATIONS

In the event of an emergency or injury, either within the CDC Dispatch Zone or out of the area, CDC will obtain as much information as possible and relay to the appropriate duty officer and fire manager.

Emergency Procedures on the Idaho Panhandle NFs

- Refer to the **Idaho Panhandle NF Incident Management and Communication Procedures** and the **Northern Region Emergency and Disaster Plan**.

- Incidents within IPNF jurisdiction should be reported to the CDC Center Manager, the IPNF Emergency Coordinator (Fire Staff), and the Patrol Captain. For more detailed information refer to the **Northern Region Emergency and Disaster Plan**.

Emergency Procedures on Idaho Department of Lands

- Refer to the **IDL Critical Incident Response Guide**.
- Incidents within Idaho Department of Lands jurisdiction should be reported to the Fire Management Bureau Chief or the Operations Chief North (or their actings).

Emergency Procedures on Bureau of Land Management

- Incidents within Bureau of Land Management jurisdiction should be reported to the Federal Fire Duty Officer.
- Refer to **Coeur d'Alene District Incident Procedures Plan**.

28.4 EMERGENCY TELEPHONE NUMBERS

Refer to CDC Interagency Mob Guide, Chapter 50, for IDL/ IPNF/ BLM/Tribal Fire Telephone Directory.

29 INFORMATION MANAGEMENT

29.1 SPOKANE/MISSOULA WEATHER SERVICES

The Spokane and Missoula National Weather Service offices issue detailed forecasts for fire management agencies. Forecasts will be issued for both the North Idaho forecast zones (101 and 102). Morning forecasts will be issued around 0830 PDT from Spokane (101) and Missoula (102). Afternoon forecasts will be issued by 1530 PDT during the fire season. For more detailed information reference the CDC Office Procedure Guide and the CDC Interagency Dispatch Center Intelligence SOP.

Spokane and Missoula Weather Service offices are open 24 hours per day, 7 days per week. Outside of the fire season, weather forecaster duty hours may be extended during critical weather burning periods or as situations dictate. Check the CDC web page http://gacc.nifc.gov/nrcc/dc/idcdc/ for links to these offices and to forecasts and other weather service products.

29.1.1 WIMS

Weather station observations are updated daily through the Weather Information Management System (WIMS) in Kansas City. The WIMS data then generates the NFDRS indices, which are posted daily between 1500 and 1600 hours on the internet on the CDC home page http://gacc.nifc.gov/nrcc/dc/idcdc/ (link "Indices") or on the NRCC site http://gacc.nifc.gov/nrcc/predictive/fuels_fire-danger/fuels_fire-danger.htm.

29.1.2 WEATHER SATELLITE MAPS

Weather satellite maps and imagery are available on the Internet through the CDC and NRCC website links.

http://gacc.nifc.gov/nrcc/dc/idcdc/predictive/weather/weather.htm

http://gacc.nifc.gov/nrcc/predictive/weather/weather.htm

ROMAN: Real-time Observation Monitoring & Analysis Network
http://raws.wrh.noaa.gov/roman/

29.2 SPOT WEATHER FORECASTS

The National Weather Service provides special forecasts called "spot weather forecasts" upon request. Spot weather forecasts may be requested for wildland fires, prescribed burns and for establishing trends. Unit personnel will request spot weather forecasts through CDC.

Special forecast requests will be submitted online by CDC using the Fire Weather Spot Forecast Request Form with all critical data included.

Weather observations supporting the spot request should be taken at the site of the fire or burn. The accuracy of the returned forecast will depend on how well the observations represent the site conditions. If weather conditions develop that are not forecast and which threaten the success of operations at the fire, notify the forecaster immediately.

Feedback concerning the accuracy of the forecast will assist the forecaster in the preparation of more accurate spot forecasts in the future.

Refer to the CDC Office Procedures Guide, Chapter 50, for complete instructions on this procedure.

29.3 SITUATION REPORTS

28.3.1 IDL DAILY FIRE OCCURRENCE REPORT

The IDL Fire Bureau compiles a report of fires on State of Idaho protection districts ("State Report"), including committed resources, and submits it to the Director's Office Monday through Friday. A ROSS-generated report has eliminated the need for daily reporting to the Fire Bureau of committed resources.

29.3.2 NORTHERN ROCKIES GEOGRAPHIC AREA

By 1700 daily, a detailed list of activity will be gathered from each zone and will include the following information:

- Number and acreage of new fires, by lightning or human cause
- Number and size class of carry-over fires
- Number and type of any other resources committed on each zone
- Fire behavior and weather details noted by firefighters
- Protection agency and land ownership

Data provided by zone dispatchers is collected into a situation report that is submitted via the internet http://fam.nwcg.gov/fam-web/ by close of work or 1800 PDT hours, whichever comes first.

Refer to the CDC Intelligence Standard Operating Procedures for detailed instructions on submitting this reports.

29.4 LIGHTNING MAPS

Lightning maps are produced as needed using the BLM lightning internet site.

29.5 REPORTS AND HISTORICAL DATA

CDC will produce a year-end report at the end of the calendar year, to be distributed to the UAOG and BOD members at the spring meeting.

Coeur d'Alene Interagency Dispatch Center will keep electronic files of the following:

- WildCAD logs (incident reports)
- CDC reports (FireOrg, End-of-Year, etc.)
- Preliminary Incident Notification reports

29.6 PLANNED PRESCRIBED FIRE

To comply with operating guidelines established by the Montana/Idaho State Airshed Group, all prescribed burns by Airshed members are submitted to the Smoke Monitoring Unit on a daily basis via the Airshed Management System

(AMS) Website, http://www.smokemu.org/index.cfm. Units must check for burn approval and smoke restrictions prior to any planned ignition. Additional information regarding planned prescribed burning and smoke management guidance can be found on the AMS website.

CDC will be available as needed during prescribed burning. If a district has a need for CDC to be open after normal duty hours, a request should be made as soon as the need is known to the Assistant Center Manager-Operations.   When utilizing aircraft for FS, IDL, or BLM prescribed burns, CDC will be staffed. CDC will submit spot weather forecasts as requested. Prescribed fire managers will need to provide CDC with medivac information, including lat/long, and a list of contingency resources (if CDC will be expected to mobilize those resources).

CDC shall be notified upon ignition of prescribed fires. Clarification shall be made as to whether CDC is expected to make other notifications of the burn activity. IDL offices will notify the Timber Management Bureau of ignitions. CDC may be involved with notifications of prescribed fire escapes or injuries.

Prescribed fires are considered "project" and are not subject to the same record keeping as wildfires by CDC. For fiscal tracking, CDC shall be notified of all use of resources from other agencies and will utilize ROSS for documentation. Prescribed fire records are the responsibility of districts/areas; CDC will provide WildCAD logs, spot weather forecasts, ROSS reports, and other documentation upon request, but may not maintain records beyond the calendar year.

CHAPTER 30 - ORGANIZATION

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CHAPTER 30 – ORGANIZATION

31   ORGANIZATION CHART

Coeur d'Alene Interagency Dispatch Center

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┌──────────────────────────┐   ┌──────────────┐   ┌──────────────────────────────┐
│ Service First AFMO-Operations │   │   CDC BOD    │   │ IDL Fire Operations Program Mgr. │
│        Mike Almas        │   │              │   │          Jim Newton          │
│        765-7494          │   │              │   │          666-8651            │
└──────────────────────────┘   └──────────────┘   └──────────────────────────────┘

                        ┌──────────────────────┐
                        │    Center Manager    │
                        │ Celeste Hancock (FS) │
                        │      762-6904        │
                        └──────────────────────┘

        ┌──────────────────────────┐          ┌──────────────────────────┐
        │ Assistant Center Manager Log. │      │ Assistant Center Manager Ops │
        │     Angelic Koch (FS)     │          │      Gary Weber (IDL)     │
        │       762-6903            │          │        762-6911           │
        └──────────────────────────┘          └──────────────────────────┘

            ┌──────────────────────────┐          ┌──────────────────────────┐
            │  Intelligence Dispatcher  │          │  North Zone Lead Dispatcher │
            │      Unfilled 2014        │          │    Beth Palanuik (IDL)    │
            │       762-6910            │          │       762-6905            │
            └──────────────────────────┘          └──────────────────────────┘

            ┌──────────────────────────┐          ┌──────────────────────────┐
            │    Receptionist/Clerk     │          │    North Zone Dispatcher   │
            │ Detailed to SZ Dispatcher (FS) │     │    Pat Montreuil (FS)     │
            │       762-6925            │          │       762-6906            │
            └──────────────────────────┘          └──────────────────────────┘

                                                  ┌──────────────────────────┐
                                                  │ Central Zone Lead Dispatcher │
                                                  │  Sarah Wolf (IDL) detail   │
                                                  │       762-6908            │
                                                  └──────────────────────────┘

                                                  ┌──────────────────────────┐
                                                  │  Central Zone Dispatcher   │
                                                  │    Debra Welch (IDL)      │
                                                  │       762-6907            │
                                                  └──────────────────────────┘

                                                  ┌──────────────────────────┐
                                                  │ South Zone Lead Dispatcher │
                                                  │  Wendy Dougherty (FS)     │
                                                  │       762-6914            │
                                                  └──────────────────────────┘

        ┌──────────────────────────┐             ┌──────────────────────────┐
        │    Evening Dispatcher     │             │   South Zone Dispatcher    │
        │     John Ryan (IDL)       │             │  Charles Tapia (FS) detail │
        │       762-6916            │             │       762-6913            │
        └──────────────────────────┘             └──────────────────────────┘
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32 RESPONSIBILITIES

32.1 DISTRICT DUTY OFFICER

A duty officer shall be designated for each district during fire season. At other times, the district call-down list shall be used. The duty officer is the contact point for the Coeur d'Alene Interagency Dispatch Center and must be available via phone or radio 24 hours a day during the fire season. They must also have access to, or contact with, their respective agency administrator/line officer (or acting).

- Sets initial attack priorities.
- Identifies designated IC.
- Is the ultimate decision maker, as delegated authority by the line officer.
- Provides CDC with availability list and sets out-of-area priorities for their unit.
- Coordinates with line officer in managing incidents on their jurisdiction, or represents line officer if delegated that authority.
- Coordinates daily fire crew schedules and notifies CDC of any changes in schedules and other pertinent information relating to resource availability.
- Evaluates incident complexity and ensures adequate management is assigned.
- In the case of a suspected operations fire, the duty officer will notify the contracting officer, contracting officer representative, engineering representative, and/or timber sale officer in charge of the operation.
- When a fire is reported directly to a district/area office, ensures the report is immediately passed to CDC.
- Provides CDC with prescribed fire information.

32.2 LINE OFFICER

- Is ultimately responsible for safety, management of the fire, and the conduct of employees.
- Clearly delegates authorities for decisions to duty officers, actings and others.
- Is ultimately responsible for appointing an incident commander for incidents.
- Prepares and signs WFSA or WFDSS.
- Manages safety and health of public and firefighters.
- Makes resource management decisions.
- Stays in communication with duty officer/incident commander throughout the incident.
- Forest Service Line Officers will ensure that the Thirty Mile Hazard Abatement – Agency Administrator Responsibilities are being followed.

32.3 BOARD OF DIRECTORS

The Board of Directors (BOD) is composed of one Forest Service member (with alternate), one Idaho Department of Lands member (with alternate), and one Coeur d'Alene Tribal member plus ad hoc members. The BOD has its own Charter and approves the annual operating budget. In disputes that cannot be resolved by the Unified Agencies Operations Group and the Center Manager, the BOD will make the final ruling in a timely manner.

Refer to the CDC BOD Charter, Appendix E, in the Local Annual Operating Plan

32.4 UNIFIED AGENCIES OPERATIONS GROUP

The Unified Agencies Operations Group (UAOG) is the combined group of Fire Managers, or their actings, from the area served by the dispatch center. The primary role of this group is to provide operational guidance to the Center Manager. This group will coordinate and resolve differences in operational styles, and will assist the Center Manager in development of a highly functional operation that is responsive to the needs of the Fire Managers. The CDC Center Manager serves as the UAOG Facilitator.

32.5 MULTI-AGENCY COORDINATING GROUP (MAC)

Refer to North Idaho MAC Plan, Appendix D of the Local Annual Operating Plan

33   COEUR D'ALENE DISPATCH CENTER RESPONSIBILITIES

33.1 CENTER MANAGER

The Center Manager provides oversight and direction for all activities carried out within the dispatch center.

- Performs general coordination duties for area support operations, providing program management oversight.
- Keeps agency fire program managers informed of incident(s) situation.
- Determines priorities related to normal fire activities.
- Provides briefings for Assistant Center Manager-Operations, Assistant Center Manager-Logistics, staff and to local, neighboring and GACC fire managers as needed or requested.
- Performs as MAC group coordinator. Provides briefings and implements MAC direction.
- Acts as liaison for support operations and incident commanders.
- Troubleshoots procedural problems in support operations and network. Identifies where bottlenecks or breakdowns are occurring and works to correct them. Negotiates and resolves conflicts.
- Evaluates cost effectiveness and information flow.
- Recognizes sensitive political or other special issues. Reacts to these issues to minimize their impact on operations.
- Reviews intelligence summaries and reports and ensures reporting timeframes are met.
- Ensures accurate data and maintains current knowledge of area activity.
- Interfaces between initial attack, extended attack, and daily operations.
- Ensures coordination occurs. Monitors workload distribution. Monitors shift briefings.
- Monitors status of national resources and those that are critical. Identifies shortages or potential problems and resolves them.
- Maintains communications concerning resource orders with field units, keeps abreast of general situation, and works to resolve conflicts. Shares information with appropriate entities.
- Builds and manages an appropriate staffing level. Acts as focal point for all sections, resolve problems, provides direction. "Protects" dispatchers from disruptive influences that prevent them from getting the job done. Maintains a broad perspective for overall operation.

- Monitors weather patterns, forecasts, and maintains liaison with the National Weather Service and fire weather meteorologist. Identifies potentially significant weather situations.

- Maintains contact with other intelligence operations as appropriate.

- Responds to special requests for information in a timely manner.

- Ensures agreements and operating plans are reviewed and updated annually.

- Serves as coordinator for the USFS Administratively Determined Hires (ADs).

- Serves as Airshed Coordinator for Airshed 11and as the liaison between the Smoke Monitoring Unit and Airshed 11 members.

- During burning season, coordinates and monitors all prescribed burn data submitted by district managers to the Smoke Monitoring Unit. Compiles and disseminates information as needed for dispatch personnel.

- Ensures the BLM employee training records are updated and incident qualification cards are produced.

- Annually produces the CDC End of Year Report by January 15th.

- Annually updates the CDC Mobilization Guide.

33.2 ASSISTANT CENTER MANAGER - LOGISTICS

The Assistant Center Manager-Logistics is responsible for the coordination of logistical support activities.

- Is responsible for the technical accuracy in the execution of resource orders and operational efficiency of the section.

- Performs routine dispatching duties and supervises support dispatchers and dispatch recorders, if assigned and is the primary out-of-area contact.

- Organizes and disseminates incident intelligence through formalized reports, informal contacts, and other sources.

- Briefs Center Manager daily, or as needed, of resource movement and shortages.

- Receives resource status updates from field offices via telephone, situation reports, electronic mail, verbal updates, and briefings.

- Utilizes resource-tracking systems. Documents resource status on appropriate log, resource order, and Resource Order Status System (ROSS). Verbally updates center manager on resources that are critically short and those where shortages are anticipated.

- Monitors ROSS for any demobilizations or reassignments. Ensures this information is relayed to the appropriate Duty Officer.

- Displays resource status. Maintains visual status of appropriate resources using T-cards, maps, reports, or other systems.

- Receives resource orders and completes per identified procedures.

- Upon starting each shift, reviews logs, notes, and resource orders.Documents significant events in log to ensure continuity of information.

- At close of shift, reviews orders and logs to ensure complete documentation. Conducts briefing with replacement.

- Is chairperson of the Interagency Fire Qualification, Review and Certification Committee.

- Serves as NIZ Training Coordinator and IPNF Training Coordinator.
- Serves as IPNF IQCS coordinator and database administrator, ensuring compliance with agency direction.
- Updates the CDC Intelligence SOPs annually, or as needed.
- Provides updates to the CDC Mobilization Guide and Standard Operating Procedures as needed.
- Maintains the CDC and the IPNF Fire Manangement webpages.
- Is the primary micro-purchaser for CDC.

33.3 ASSISTANT CENTER MANAGER - OPERATIONS

The Assistant Center Manager – Initial Attack supervises and provides direction to the Aircraft and Initial Attack dispatch sections of CDC. Performs general coordination duties for the CDC dispatch area initial attack operations.

- Determines fire priorities.
- Keeps the Center Manager informed of fire situations.
- Provides status of local fire situation and resources. Identifies shortages or potential problems.
- Ensures continuity is maintained in initial attack operations. Evaluates local initial attack capabilities.
- Coordinates the allocation of available initial attack resources across jurisdictional boundaries.
- Serves as Initial Attack Aircraft Coordinator.
- Monitors weather patterns/forecasts and maintains liaison with National Weather Service and fire weather meteorologists. Identifies potential significant weather situations and makes sure that information is disseminated.
- Recognizes sensitive political or other special issues and reacts to those issues to minimize their impact on operations.
- Coordinates and maintains communications with field units, keeps abreast of overall zone situation, and works to resolve or prevent conflicts.
- Acts as focal point for all sections, resolves problems, and provides direction. Develops and maintains the work schedules for CDC IA dispatchers.
- Troubleshoots procedural problems in initial attack operations, identifies where bottlenecks or breakdowns occur, and works to correct them.
- Provides assistance for out-of-area dispatches as needed.
- Provides input and suggestions for plan updates.
- Provide visiting IA dispatchers with performance rating with input from the Center Manager and zone fire managers.
- Annually updates the CDC SOP prior to the spring UAOG meeting.
- Annually updates the CDC Frequency Guide.
- Annually updates the CDC Office Procedures Guide.
- Annually updates and generates a FireOrg Report, prior to the spring BOD meeting.
- Provides updates to the CDC Mobilization Guide.
- Provides statistical charts for the CDC End of Year Report.

- Serves as WildCAD System Administrator.
- Serves as the Point of Contact for the NFDRS Remote Automated Weather Station (RAWS) maintenance contract. Functions as the RAWS maintenance coordinator.
- Serves as statewide backup administrator for the Incident Qualifications System (IQS).
- Coordinates with IDL Training Specialist on IQS input for CDC employees.
- Is the first point of contact for ROSS-IQS questions from other dispatchers.
- Monitors the Fire List database for accuracy and maintains a hard copy list of all CDC fires, to include FireCodes, SO-numbers, and fire statistics.

33.4 INITIAL ATTACK LEAD DISPATCHER

- Is responsible for dispatch operations in assigned zone.
- Provides leadership, training and guidance for the Initial Attack Dispatchers.
- Receives fire reports and initiates proper response in coordination with duty officers and local knowledge.
- Coordinates with the Duty Officer, who acts as the Incident Commander (IC) until a designated IC assumes control of the incident.
- Uses WildCAD as the primary means of documenting dispatch activity.
- Monitors WFMI Lightning program for lightning activity.
- Collects and distributes intelligence such as weather reports, fire behavior information, resource availability, et cetera
- Serves as a communication link to all fires and other field-going personnel.
- Coordinates with Duty Officer(s) regarding resource availabilities, detection requirements, and other suppression duties.
- Provides initial coordination for other emergency response (hazardous material, search & rescue, et cetera).
- Insures appropriate charge code and fire number is assigned to fires.
- Reports all fires on, or posing an imminent threat to, BLM land to the Federal Duty Officer and to supervisor as soon as feasible.
- Keeps supervisor informed of all activity
- Updates maps, resource lists, hazards, et cetera, as required.
- Enters initial attack fire/resources into ROSS.
- Ensures complete documentation of incident activities and distributes as appropriate.
- Processes out-of-area resource orders as needed.
- Ensures resource status is updated in ROSS.
- Ensures accurate and complete briefings are passed from the day shift to the night shift and/or from the night shift to the day shift.
- Creates WFDSS incidents and enters basic data for all fires on National Forest, BLM, or Coeur d'Alene Tribal lands or under USFS or CDT protection, and notifies appropriate federal/tribal duty officer.
- Notifies duty officer and/or IC on active incidents when dispatcher transition occurs.

33.5 INITIAL ATTACK DISPATCHER

- Receives fire reports and initiates proper response in coordination with duty officers and local knowledge.
- Coordinates with the Duty Officer, who acts as the Incident Commander (IC) until a designated IC assumes control of the incident.
- Uses WildCAD as the primary means of documenting dispatch activity.
- Collects and distributes intelligence such as weather reports, fire behavior information, resource availability, et cetera
- Monitors WFMI Lightning program for lightning activity.
- Serves as a communication link to all fires and other field-going personnel.
- Coordinates with Duty Officer(s) regarding resource availabilities, detection requirements, and other suppression duties.
- Provides initial coordination for other emergency response (hazardous material, search & rescue, et cetera).
- Insures appropriate charge code and fire number is assigned to fires.
- Reports all fires on, or posing an imminent threat to, BLM land to the Federal Duty Officer and to supervisor as soon as feasible.
- Keeps supervisor and lead zone dispatcher informed of all activity
- Updates maps, resource lists, hazards, et cetera, as required.
- Enters initial attack fire/resources into ROSS.
- Ensures complete documentation of incident activities and distributes as appropriate.
- Processes out-of-area resource orders as needed.
- Ensures resource status is updated in ROSS.
- Ensures accurate and complete briefings are passed from the day shift to the night shift and/or from the night shift to the day shift.
- Creates WFDSS incidents and enters basic data for all fires on National Forest, BLM, or Coeur d'Alene Tribal lands or under USFS or CDT protection, and notifies appropriate federal/tribal duty officer.
- Notifies duty officer and/or IC on active incidents when dispatcher transition occurs.

33.6 INITIAL ATTACK EVENING DISPATCHER

- Receives fire reports and initiates proper response in coordination with duty officers and local knowledge.
- Coordinates with the Duty Officer, who acts as the Incident Commander (IC) until a designated IC assumes control of the incident.
- Uses WildCAD as the primary means of documenting dispatch activity.
- Collects and distributes intelligence such as weather reports, fire behavior information, resource availability, et cetera
- Monitors WFMI Lightning program for lightning activity.
- Serves as a communication link to all fires and other field-going personnel.
- Coordinates with Duty Officer(s) regarding resource availabilities, detection requirements, and other suppression duties.

- Provides initial coordination for other emergency response (hazardous material, search & rescue, et cetera).

- Insures appropriate charge code and fire number is assigned to fires.

- Reports all fires on, or posing an imminent threat to, BLM land to the Federal Duty Officer and to supervisor as soon as feasible.

- Keeps supervisor informed of all activity

- Updates maps, resource lists, hazards, et cetera, as required.

- Enters initial attack fire/resources into ROSS.

- Ensures complete documentation of incident activities and distributes as appropriate.

- Processes out-of-area resource orders as needed.

- Ensures resource status is updated in ROSS.

- Creates WFDSS incidents and enters basic data for all fires on National Forest, BLM, or Coeur d'Alene Tribal lands or under USFS or CDT protection, and notifies appropriate federal/tribal duty officer.

- Ensures accurate and complete briefings are passed from the day shift to the night shift and/or from the night shift to the day shift.

- Acts as the "Go To" person for advice and answers for visiting evening shift personnel.

- Insures a smooth transition occurs between day shift and evening shift as well as with the local and out-of-area dispatchers. Notifies duty officer and/or IC on active incidents when dispatcher transition occurs.

33.7 INTELLIGENCE DUTIES

The intelligence position is the intelligence source at CDC.

With the intel dispatcher position currently vacant, the tasks and responsibilities will be facilitated by the; Assistant Center Manager-Logistics, Center Manager, Assistant Center Manager Initial Attack.

Daily or as needed responsibilities include the following activities:

- Documents daily lightning occurrence.

- Creates daily lightning maps of the CDC dispatch area for reference by fire personnel.

- Monitors CDC's central electronic inbox; routes and processes incoming messages.

- Collects local fire information and electronically inputs data into the Northern Rockies daily situation report.

- Collects daily weather observations and inputs information into WIMS, ensuring daily observations are complete and correct.

- Maintains hard copy lists of all CDC crew assignments.

- If requested by districts or incidents, assists with ICS-209 process until the unit/incident can assume responsibility.

Weekly responsibilities include the following activities:

- Collects NFDRS indices from WIMS and charts ERC daily progression on FireFamily Plus graphs. Posts ERC graphs to CDC website.

Monthly responsibilities include the following activities:

- Maintains general office files and chronological files related to the intelligence function.
- Maintains the CDC website of centralized information and relevant links for reference by fire personnel.
- Files monthly lightning strike data.

Annual responsibilities include the following activities:

- Reviews and updates the CDC Intelligence SOP annually by 6/15.

33.8 AIRCRAFT DISPATCHER

The Aircraft Dispatcher works under the direct supervision of the Assistant Center Manager-Operations who has overall aircraft dispatch coordination responsibilities. The Aircraft Dispatcher may have collateral duties as an IA Dispatcher until activity warrants separation.   Responsibilities include the following activities:

- Maintains status and availability of aviation resources in ROSS and on display boards and communicates to dispatchers and duty officers. Identifies shortages or potential problems.
- Updates aviation resources in CDC Resource Status Page by 1000 daily.
- Monitors and posts daily sunset and/or operational cutoff times.
- Participates in aviation briefings.
- Coordinates with local agency aviation officers and tanker base personnel.
- Processes flight requests and orders aircraft from vendors, cooperators, and other dispatch centers.
- Ensures accuracy of mission scope and description, locations, frequencies, and contact information prior to dispatching aircraft.
- Ensures flight following methods are established and procedures followed.
- Coordinates with adjacent dispatch centers in the availability and use of shared aircraft and aviation personnel.
- Notifies adjacent dispatch centers of CDC aircraft operating near boundaries.
- Notifies zone dispatchers, pilots, and ICs of mapped retardant avoidance areas.
- Contacts appropriate county 911 center to request marine patrol, if available, for identified "scooping" location used by AWS (Amphibious Water Scooper).
- Records take-off and landing times for AWS when using remote or alternate air base for refueling, and relays to the Air Tanker Base Manager.

33.9 RECEPTIONIST

The receptionist works under the supervision of the Assistant Center Manager - Logistics. The individual may perform a variety of other tasks (dispatch or other) in the Fire Center. When serving in the receptionist role, responsibilities include the following activities:

- Responsible for answering the main phone line and directing phone calls to the appropriate extension or desk.
- Greets visitors and maintain a visitors' log for security.
- Directs and facilitates visitors' needs.
- Assists in filling ROSS orders, arranging travel, monitoring any pending orders and updating resources on the T-cards.

- Take minutes for CDC briefings and other meetings as requested and file.
- Updates miscellaneous forms, documents and spreadsheets.
- Filing and organizing agreements for Binders.
- Backup contact concerning office equipment and supplies.

34   AVIATION OFFICER RESPONSIBILITIES

- Conducts daily (or as needed) aviation briefings.
- Provides leadership and coordination for all IPNF and BLM aviation projects from planning to completion.
- Provides guidance as requested by the Assistant Center Manager-Operations and/or Aircraft Dispatcher in the selection of needed aircraft.
- Approves project aviation requests for processing by the Aircraft Dispatcher.
- Updates Assistant Center Manager-Operations and/or Aircraft Dispatcher of the status of local aircraft availability.
- Provides costs or cost estimates upon request.

CHAPTER 40 - COOPERATION

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CHAPTER 40 – COOPERATION

41   COOPERATION

41.1   COORDINATION

Coordination among wildfires is important, particularly during multiple fire situations and when firefighting resources are limited. The Center Manager will have the primary focus for this assignment, in consultation with the UAOG group. As needed, a MAC group will be formed, priorities will be set, decisions on movement/contingencies will be made, and information will be shared.

CDC will review and update all interagency operation procedures annually, including memorandums of understanding, protection agreements, initial attack dispatch guides, and other agreements. CDC will also take part in the maintenance, distribution, and validation of those documents.

CDC will coordinate with adjacent dispatch centers and cooperators.

42   AGREEMENTS

Refer to Chapter 40 in the CDC Interagency Mob Guide for a list of agreements.

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CHAPTER 50 - DIRECTORY

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CHAPTER 50 – DIRECTORY

51   CDC LIBRARY and REFERENCE MATERIAL

Initial Attack library and reference material

- National Mobilization Guide
- Northern Rockies Mobilization Guide
- CDC Mobilization Guide
- Great Basin Mobilization Guide
- NEWICC Mobilization Guide
- Grangeville Mobilization Guide
- Kootenai Dispatch Center Operating Guide
- Missoula Dispatch Center Mobilization Guide
- Interagency Incident Business Management Handbook
- IPNF Incident Business Plan
- IDL Incident Business Operating Guide
- Idaho Fire Service Organization Rate Book
- Coeur d'Alene Interagency Fire Cache User's Guide
- CDC Standard Operating Procedures
- CDC Office Procedures Guide
- CDC Frequency Guide
- Northern Rockies Frequency Guide
- Hancock Forest Management Fire Plan
- Unit Identifiers
- Northern Region Emergency and Disaster Plan
- NFES Catalog Part 1 and Part 2, NFES 0362
- Interagency Standards for Fire & Fire Aviation Operations, NFES 2724
- Wildland Fire Incident Management Field Guide
- North Idaho/Northern Rockies Incident Management Team Plans
- Master Agreement Between FS and NFFE
- BLM Coeur d'Alene Field Office Fire Management Plan
- Emergency Response Guide Book, 2012
- Incident Response Pocket Guide, 2010
- Health & Safety Code Handbook, FSH 6709.11
- Office Equipment Resource Information Encyclopedia (4 books)
- Glossary of Wildland Fire Terminology
- Gov Trip Users Guide
- WildCAD Users Guide
- Local Area Menus

Aircraft Desk reference material

- Interagency SEAT Operations Guide
- Interagency Airtanker Base Directory
- Interagency Helicopter Operations Guide
- Interagency Call-When-Needed Helicopters Contract
- Interagency Airspace Coordination Guide
- Interagency Aviation Transport of Hazardous Materials
- Interagency Airtanker Base Operations Guide
- Aviation Management Plan
    - Northern and Intermountain Regions (USFS)
    - Idaho Panhandle National Forest
    - BLM Coeur d'Alene District
- Implementation Guide for Aerial Application of Fire Retardant
- Idaho Department of Lands and US Forest Service Regions 1 and 4 Inter-Agency Operations Guide for Single Engine Air Tankers & Amphibious Water Scooper 2012

Coordination library and reference material

- IDL Fire Mobilization Guide
- IDL Fire Management Handbook
- IDL Human Resources, Policies and Procedures Manual
- Incident Qualification Card Printouts; IPNF, IDL, BLM, CDT
- Incident Management Team Book
- National Type 2 IA Firefighter Crew Contract
- Northwest Compact (NW Wildland Fire Protection Agreement)
- National Response Plan
- NWCG National Fire Equipment System Catalogs; Part 1 & Part 2, NFES 0362
- National Interagency Fire Center Military Use Handbook, NFES 2175
- National Mobile Food Services Contract
- National Mobile Shower Facilities Contract
- Northern Rockies Competed Solicitation Agreements
- CDC Resource Orders
- CDC Meal & Lodging Vouchers Book
- CDC Commercial Travel Procedures
- CDC Mobilization Guide
- Emergency Equipment Rental Agreements
- Emergency Response Guide Book
- DOI/BIA Wildland Fire & Aviation Program Mgmt. and Operations Guide
- Interagency Standards for Fire & Fire Aviation Operations, NFES 2724
- Northern Rockies Native American Crew Plan
- BLM Coeur d'Alene Field Office Fire Management Plan
- Agency Administrator's Guide To Critical Incident Management, NFES 1356
- Kootenai County Emergency Operations Plan
- Shoshone County Emergency Operations Plan
- Bonner County Emergency Operations Plan
- Glossary of Wildland Fire Terminology
- Northern Region Emergency and Disaster Plan
- IPNF Operations Plan for Employee Health & Safety and Continuity of Operations in a Human Pandemic
- Health and Safety Code Handbook, FSH 6709.11
- Master Agreement Between FS and NFFE
- National Incident Radio Support Cache User's Guide, NFES 0968
- Interagency Incident Business Management Handbook, NFES 2160
- National Mobilization Guide
- Northern Rockies Mobilization Guide
- Northern Idaho Interagency Fire Danger Rating Operation Plan

Telephone directories are located in the Mobilization Guides

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CHAPTER 60 – FIRE PERSONNEL

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CHAPTER 60 – FIRE PERSONNEL

61   TYPE 2 and TYPE 3 INCIDENT MANAGEMENT TEAMS

Reference the Coordination Library for the NR's IMT Plan and the NIZ IMT3 Plan.

61.1   SPECIALIZED PERSONNEL

Reference the CDC Interagency Mobilization Guide, Chapter 60 for Specialized Personnel.

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CHAPTER 70 - EQUIPMENT

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CHAPTER 70 – EQUIPMENT

71   SPECIALIZED EQUIPMENT

Agency equipment lists can be found in the CDC Interagency Mob Guide, Chapter 70.

72   COMMUNICATIONS EQUIPMENT

Idaho State Radio Technicians

Name	Work Number	After Hours #	Cell
Bruce Bach	208-772-9665	208-765-3709	208-771-0779
Ken Hallett	208-772-9665		208-699-3134
Kevin Zywina (PDS)	208-799-3496		No cell

US Forest Service Radio Technicians

Name	Work Number	After Hours #	Cell
David Muncey	208-265-7242	208-773-7792	208-661-7703
Clark Orr	208-765-7241	208-699-6144	208-661-9550
CHD (Help Desk)	866-945-1354		

72.1 FREQUENCIES

Refer to the Northern Rockies Frequency Guide and the Coeur d'Alene Interagency Dispatch Area Frequency Guide

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CHAPTER 80 – AIRCRAFT

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CHAPTER 80 – AVIATION

81   AIRCRAFT STATUS

Agency Aviation Officers will inform the Assistant Center Manager-Operations and/or Aircraft Dispatcher of any and all aircraft under agreement and available within the CDC Dispatch Zone.

The Assistant Center Manager-Operations and/or Aircraft Dispatcher will keep the Unit Aviation Officer (UAO) informed of aircraft assigned to wildfires within the CDC Dispatch Zone and will attend the daily aviation briefings.

The Aircraft Dispatcher will communicate daily the aviation status to CDC dispatchers and district/area duty officers.

An IA Dispatcher may be designated as the Aircraft Dispatcher. The Aircraft Dispatcher may have collateral IA duties until aviation activity levels warrant separation and the IA position is backfilled. The Assistant Center Manager-Operations will maintain overall aircraft dispatch coordination responsibilities.

Throughout this chapter it is understood that the UAO, the IDL Aviation Officer and the Assistant Center Manager-Operations may be an Acting or designee.

This chapter is to be used in conjunction with the CDC, NRCC, and National Mobilization Guides, and Agency specific Aviation Plans.

82   ORDERING AIRCRAFT

Agency Aviation Officers will review and approve all agency specific aviation project plans and will identify the appropriate aviation project aircraft. The UAO will be informed of any flights within the CDC Dispatch Zone and will keep the Assistant Center Manager-Operations and/or Aircraft Dispatcher informed.

All requests for aircraft will be processed through the Aircraft Dispatcher or Assistant Center Manager-Operations, who will then review the order for accuracy.

If the appropriate resource is not currently assigned within the CDC Dispatch Zone, the Aircraft Dispatcher or Assistant Center Manager-Operations will confirm the status of aircraft under agreement within the CDC Dispatch Zone. If the appropriate initial attack resource is not available, the Aircraft Dispatcher or Assistant Center Manager-Operations will oversee the processing of the request within the CDC Neighborhood and/or to NRCC.

Aircraft Dispatcher or Assistant Center Manager-Operations may request assistance from the UAO to determine the appropriate resource and to make inquiries at the regional level as to the availability of initial attack resources. The UAO will provide guidance and direction related to the aviation operations within the CDC Dispatch Zone to the Aircraft Dispatcher or Assistant Center Manager-Operations, Fire Managers, Duty Officers, and incident management teams assigned to incidents within the dispatch area.

82.1   AIR PATROL

Requests for air patrol flights will be submitted by 1500 the day prior to the requested flight, indicating the flight route and off the ground time from COE or other designated airports. Since CDC no longer has an Aerial Observer position, the requesting unit will be responsible for providing an Aerial Observer. **Ensure all information requested on the flight request form is accurate and complete.** The request will be routed through the Aircraft Dispatcher or Assistant Center Manager-Operations for processing. The Aircraft Dispatcher or Assistant Center Manager-Operations will confirm that an aerial observer is

available and then acquire the appropriate aircraft. Air patrol aircraft will not be ordered until an Aerial Observer has been identified and confirmed.

82.2 AIRTANKERS

Requests for airtankers will come from the IC, Duty Officer, or Air Tactical Group Supervisor (ATGS) to CDC. The dispatcher will provide feedback as to the nearest available airtankers and the estimated time of arrival (ETA). Each morning the Aircraft Dispatcher will update the Aircraft board with the status, location and type of air resources available. Information on national aviation resources will be obtained from Northern Rockies Coordination Center or AFF.

While most orders for airtankers will come from the IC or ATGS, some duty officers may require that their approval be obtained before retardant is ordered. At the upper adjective ratings (Very High and Extreme), some duty officers may request retardant as an automatic response or may give the IC full authority to order retardant. Duty officers will keep the Assistant Center Manager-Operations and/or Aircraft Dispatcher informed as to the level of approved response.

The Aircraft Dispatcher or Assistant Center Manager-Operations will pass requests for local airtankers to the Air Tanker Base Manager for briefing with the appropriate pilot(s) and/or manager.

82.2.1 LARGE AIRTANKERS

Orders for large airtankers should be placed with NRCC anytime they are requested even if it appears that none are available. Priority criteria must be provided at the time of the order, including values at risk and timeframe of threat. This will document the need and enable NICC to assess priorities and determine whether or not to fill the order. The initial order for a large airtanker should be accompanied by a lead plane order.

Reference Northern Rockies Mob Guide, Chapter 80.

82.2.2 SINGLE ENGINE AIRTANKERS (SEATS/AWS)

IDL single engine airtankers (SEATs) may be available at Coeur d'Alene or Grangeville. One SEAT, normally based in Coeur d'Alene, is an Amphibious Water Scooper (AWS). All requests for SEATs will be placed through CDC.

The IDL SEATs in Grangeville, McCall, and Coeur d'Alene are contracted by the IDL and remain under the control of the IDL. IDL may allow SEATs and/or the AWS to be dispatched outside the CDC Dispatch Zone. During periods of low to moderate fire danger, CDC will notify the IDL Duty Officer of this action. During periods of "High" or above fire danger, prior approval from IDL Duty Officer is required.

Neighboring dispatch centers (Northeast Washington and Plains) may be contacted for the availability of AWS/SEATs based in their zones.

Reference IDL and USFS Regions 1 and 4 Interagency Operations Guide for Single Engine Air Tankers & Amphibious Water Scooper

82.3 AERIAL SUPERVISION

Fire situation and aviation activity will dictate the level of aerial supervision required to safely and effectively conduct aviation operations. The ordering of aerial supervision should be considered, even when not required or suggested by agency policy or guidelines. **Reference 83.3**.

An exclusive-use platform and ATGS are normally based in Grangeville. CWN platforms are available from vendors within the CDC zone and may be staffed with a local ATGS.

Neighboring dispatch centers (Northeast Washington, Plains, and Kootenai) may be contacted for the availability of aerial supervision based in their zones.

82.4   SMOKEJUMPERS/AIR CARGO

All requests for smokejumpers will be placed in ROSS with the closest base to the incident. (CDC may order smokejumpers from R6 North Cascades Smokejumper Base per the Bi-Regional Agreement.) If unable to fill, the smokejumper request will then be placed with NRCC. CDC will request that the individual smokejumpers be filled in ROSS or that a manifest be sent by the supplying base manager.

82.5   HELICOPTERS

All helicopter requests processed through CDC should include full details prior to aircraft being ordered, including, but not limited to, time needed, reporting location, district needs/capability, anticipated scope of assignment - including additional personnel/support needs, special equipment needs, and fuel truck reporting time/location (if needed).

The Aircraft Dispatcher or Assistant Center Manager-Operations will contact helicopter manager and/or vendor and provide a briefing, and arrange for communication with requesting official, if needed.

82.5.1 WILDFIRE

All helicopter requests for wildfire will be processed through the Aircraft Dispatcher or Assistant Center Manager-Operations.

"Closest forces" and "appropriate resource" are key to initial attack. The closest appropriate available helicopter will be assigned to a request, considering cost, fire conditions, and location, regardless of ordering agency or providing agency.

IDL Helicopters

The IDL has a Type 2 helicopter on exclusive-use contract based at the Coeur d'Alene Tanker Base, typically from early-July through mid-September. IDL will have a five- to eight-person helitack crew available during the season, based in Coeur d'Alene at the Interagency Fire Cache. At higher preparedness levels, part or all of the crew may be based at CDC with the IDL Type 2 helicopter. The IDL Type 2 helicopter may be pre-positioned or assigned anywhere within the State of Idaho during the season. The administrative and staffing responsibilities remain with the IDL Aviation Officer.

The IDL may procure local helicopters (all Types) for IDL fires independent of federal contracts. Confirmation of procurement shall be obtained from the IDL Aviation Officer prior to aircraft being ordered.

IPNF Helicopters

The IPNF will have a Type 3 helicopter on exclusive-use contract stationed at Sandpoint Airport from late-July/early-August through early-September, staffed by an eight-person helitack crew. The helicopter will be ordered by CDC calling the manager directly, but the administrative and staffing responsibilities remain with the UAO.

Other local Type 3 helicopters are on Call-When-Needed (CWN) contracts administered by the IPNF and may be ordered by CDC directly from the vendor for fires under the jurisdiction of any wildland agency.

Neighboring Helicopters

Neighboring dispatch centers (Northeast Washington, Kootenai, Plains, and Grangeville) may be contacted for the availability of helicopters based in their zones. Kootenai Dispatch may be contacted regarding the availability and feasibility of using the Libby EXU helicopter for North Zone helicopter requests.   Grangeville Dispatch may be contacted regarding the availability and feasibility of using one of their EXU helicopters on the South Zone.

National Helicopters

Requests for Type 1 and Type 2 helicopters procured under national contracts will be placed with NRCC. Local approved and carded CWN Type 1 and Type 2 helicopters may NOT be utilized for initial attack under the national contract without being ordered from and filled by NICC.

Utilization of national helicopters positioned at COE or hosted by a neighboring dispatch center does not require NRCC/NICC pre-approval. Approval from NRCC/NICC is not required for utilization of the IDL Type 1 or Type 2 CWN helicopters procured through an IDL agreement.

82.5.2 PROJECT WORK

Due to budget and administrative concerns, in most cases USFS exclusive-use helicopters or CWN helicopters will be used for Forest Service project work and the IDL exclusive-use helicopter or helicopters procured through separate agreements for IDL projects. Helicopters procured under the federal CWN contract may be used for IDL prescribed burning.

Helicopter requests for USFS/BLM project work will be processed through the Aircraft Dispatcher or Assistant Center Manager-Operations after the UAO has made aircraft selection recommendations. Helicopter requests for IDL project work will normally be processed through the IDL Aviation Officer.

83   AIRCRAFT MISSIONS

83.1 AIR PATROL

Duties/Responsibilities

The UAO is responsible for the Aerial Observer Program. For USFS observers, the Forest Service Fire and Aviation Qualifications Guide has established qualifications for AOBS.   The UAO is responsible for identifying the aerial observers and providing the appropriate training. Each zone should provide at least one qualified individual to be able to conduct a patrol of their respective zone and to ensure that patrol flights can be staffed in a timely fashion and conducted when need arises. Aerial Observers will be knowledgeable of the patrol zones, operation of the aircraft GPS unit, aircraft radios, forest net radios, radio programming, frequencies, and channel use.   Aerial Observers are responsible for ensuring an adequate supply of the required forms, spare radio batteries, a supply of message droppers with weights, toilet paper for marking fires and/or landmarks, ground-to-air marker identification cards (these items may be useful when contact by radio cannot be established), the appropriate

area/patrol map(s) are on hand prior to departure, and that the flight lifts off and is over the patrol area at the time requested.

Aerial Observers are required to keep track of the pilot's time and keep the Assistant Center Manager-Operations and UAO informed of the pilot's flight/duty hours.

Aerial Observers should contact the Assistant Center Manager-Operations before and/or after flights for any issues, concerns, or clarification regarding patrols.

The UAO is responsible for ensuring passengers aboard any aircraft flight are authorized and have been approved, and for ensuring that the Day Use Request Log has been filled out and signed.

Detection/Communication

During periods of multiple starts, Aerial Observers will record fires on the detection report and immediately call CDC with a complete size up before moving on to the next fire.

Aerial Observers may be asked to assist ground crews with directions/fire status, searches for reported smokes, or search specific lightning strike areas. Aerial Observers will report the lightning activity track, and at all times provide for safety around active lightning storms; detouring around storms, altering flight routes and/or even returning to base. Any deviation from an established route must be reported to CDC.

AFF will be used for tracking air patrol flights. The aerial observer will check-in when moving from one district to another and at strategic locations during patrols. These check-ins, as well as all detection communication with CDC, shall be done on the appropriate protection agency frequency.

Notifications shall be made to adjoining dispatch centers when air patrol aircraft are going to be flying within two miles of boundaries. Air patrol should not go further than one mile across boundaries unless requested by the adjoining dispatch center. The backcountry AM frequency (122.9) shall be used to establish contact with CPTPA aircraft along their boundary; occasional call-in-the-blind position reports are encouraged.

83.2 AIRTANKER USE

83.2.1 SCOOPER (AWS)

The CDA AWS (Scooper) will normally be dispatched, loaded with retardant or gel, along with the CDA SEAT. If requested by AWS pilot or Aerial Supervision, CDC will contact the appropriate County Sheriff's Office with the lat/long of the scooping location to ask if they have a nearby boat that could be dispatched to the location. If so, CDC will inform the County Sheriff's office if AWS changes scooping sites or leaves the area.

Reference IDL and USFS Regions 1 and 4 Interagency Operations Guide for Single Engine Air Tankers & Amphibious Water Scooper

83.2.2 RETARDANT USE

Aerial Fire Retardant Guidelines have been implemented on National Forest lands. When retardant is requested, CDC will check the mapped retardant avoidance areas and advise the IC and pilots or ATGS of the presence of any at or near the fire location. Reporting of misapplication is

the responsibility of the district, but will be logged by CDC, if/when notified.

Reference Implementation Guide for Aerial Application of Fire Retardant

83.3 AERIAL SUPERVISION

Aviation operations on incidents are often conducted under extremely adverse flight conditions, including congested airspace, multiple types of aircraft, reduced visibility, adverse weather conditions, and mountainous terrain.

Reference Northern Rockies Mob Guide, Chapter 80 and PMS 505 Interagency Aerial Supervision Guide

83.3.1 FOREST SERVICE

Aerial supervision is required to be on scene during the period from 30 minutes prior to official sunrise to 30 minutes after official sunrise, and the period from 30 minutes prior to official sunset to 30 minutes after official sunset if airtanker operations are being conducted.

The UAO has the authority to restrict flight periods due to terrain, shadowing, or any condition that deteriorates the pilot's visibility. Any modification will be immediately communicated to the Assistant Center Manager-Operations, Aircraft Dispatcher, pilots, aviation managers, and duty officers.

(Note: If the above periods and resource requirements cannot be met, airtankers should not be dispatched.)

83.3.2 IDAHO DEPARTMENT OF LANDS

Northern Rockies Mob Guide and Interagency Aerial Supervision Guide shall be used as guidance rather than policy.

SEATs and the AWS will primarily be utilized for initial attack fire suppression. They can and will be ordered for initial attack prior to ground personnel arriving on scene. A Level 1 pilot may direct other aircraft operations over an incident prior to the arrival of Aerial Supervision. Aerial Supervision (ATGS, Lead Plane, or ASM) is required when more than three aircraft are working a fire, and must be ordered when SEATS or AWS are working in conjunction with large air tankers, are committed to a congested area of operation, or two or more helicopters are working on a fire, and there is a request for load and returns of more than one SEAT or AWS.

SEAT requests for IDL fires will not be delayed if an ATGS is not available. Requests for SEATs on USFS fires shall not be delayed unless the appropriate supervision cannot be met; reference Interagency Aerial Supervision Guide.

In addition to other guidelines, ordering of aerial supervision shall be considered for incidents on the Ponderosa FPD in the Clearwater River corridor to enhance safety when multiple aircraft are dispatched from more than one dispatch center (Coeur d'Alene, Grangeville, or CPTPA) for the same or adjacent incident(s). Dispatch centers sending aircraft will establish and maintain communications during aerial operations within this area.

83.4 HELICOPTER USE

83.4.1 WILDFIRE

The IPNF and IDL exclusive use helicopters are considered Initial Attack resources. To maintain IA capability in case of a diversion, their initial dispatch from their base will normally be with a full "IA load" (manager, complement of firefighters, bucket and longline), regardless of task ordered for, unless otherwise mutually agreed upon between CDC and ordering duty officer.

Once assigned, helicopters and crews are under operational control of Duty Officer/Fire Manager of unit to which assigned, until released or otherwise pre-determined by CDC and Duty Officer. Any re-assignment will be negotiated between CDC (or MAC Group) and Duty Officer/Fire Manager. Resource requests from helicopter managers while assigned to an incident shall be processed through that unit's duty officer.

Helicopter Staffing

A helicopter manager (HMGB) and IHOG complement of qualified helicopter crewmembers (HECMs) will be assigned for Forest Service helicopter fire operations. If the IPNF Helitack crew is not readily available to staff CWN helicopters for IPNF fire operations, the requesting unit is responsible to provide the staffing. If the requesting unit is unable to provide the appropriate staffing, requests will be placed to CDC to fill.

CWN helicopters used for IDL fires will be staffed with an HMGB and, as determined by IDL officials, the number of HECMs appropriate for the mission.

Fuel

The anticipated scope of the mission will determine the need for a fuel truck to accompany the helicopter. If in doubt, order the fuel truck, unless there is other Jet-A available and the contractor agrees to an alternate arrangement. Jet-A is available at Bonners Ferry, Sandpoint, Coeur d'Alene, Moscow-Pullman, and Lewiston airports.

83.4.2 PROJECT WORK

Helicopter Staffing

Helicopters used for project work will be staffed as determined appropriate for the mission by agency officials. The IPNF Helitack Crew will be the primary resource considered for staffing CWN helicopters for IPNF project work. If unavailable, the requesting unit is responsible for providing staffing, or placing an order to CDC.

If IPNF or IDL exclusive use helicopters are utilized for project work, they will still be staffed for IA capability unless prior arrangements have otherwise been agreed upon.

84 AIRSPACE AND FREQUENCIES

84.1 FLIGHT FOLLOWING

Agency aircraft assigned to or traversing through the CDC area may require "flight following" until the aircraft has landed or are "passed off" to another dispatch center. Aircraft departing from Coeur d'Alene airport will contact CDC on the flight following frequency (168.650), stating they are airborne, giving their destination, and confirming they are positive on AFF.

Automated Flight Following (AFF) will be the primary means of flight following for all flights. Routine 15-minute verbal check-ins will always be answered, but will no longer be required, unless agreed upon between dispatchers and pilots, due to other circumstances such as congested airspace or AFF equipment failure. Take-offs and landings shall continue to be communicated verbally.

Flight following will be done by dispatch zone. During times of multiple aircraft use, the Aircraft Dispatcher may assume flight following and airspace coordination duties, but detection and incident communication will revert to zone dispatchers.

Lost Contact

If an aircraft shows inactive on AFF or fails to check in after 15 minutes, the dispatcher will prompt the aircraft for a position check. If there is no response, the dispatcher will continue to call for another 15 minutes. After reasonable effort to reestablish contact has failed and the second missed check in has passed (30 minutes), an aircraft search will be initiated, utilizing the **North Idaho Federal and State Interagency Aviation Mishap Response Guide and Checklist**. The Aircraft Dispatcher will immediately notify the Assistant Center Manager-Operations, UAO and the CDC Center Manager.

84.1.1 LOCAL FLIGHT FOLLOWING

It is common procedure (but not required) to utilize "Local Flight Following" for aircraft during incident or project operations when aerial or ground supervision or helicopter/helibase management is in place and has communication with CDC. Positive confirmation of local flight following must be received by CDC before flight following responsibilities are handed off. Local flight following methods may include AFF, radio, or visual 15-minute checks as appropriate, but should also include verbal off-site take-off/landing radio calls. The return of flight following responsibility to CDC shall also be clearly communicated.

84.2 FIRE TRAFFIC AREA

CDC may be the controlling point of contact for the Fire Traffic Area (a seven nautical mile ring around the fire location point) until the first aircraft arrives on scene and becomes the controlling aircraft. CDC should always notify responding aircraft of other aircraft on scene or en route.

Reference Northern Rockies Mob Guide, Chapter 80

84.3 BOUNDARY ZONES

If an aircraft is within two miles of the dispatch zone boundary, notify the neighboring dispatch center

84.3.1 PONDEROSA FPD - CLEARWATER RIVER CORRIDOR

The use of aircraft in the Clearwater River corridor of the Ponderosa Forest Protective District may require that the aircraft utilize the airspace of the Grangeville or CPTPA dispatch centers, as well as that of Coeur d'Alene. The dispatch centers will consult and negotiate the management of aircraft missions in this area, but generally the dispatch office that has been determined responsible for the incident or mission will maintain management of all aircraft in this area for the duration of the incident or mission.

84.3.2 CANADIAN-US BORDER

The Aircraft Dispatcher will ensure contact has been made with AMOC (DHS Air Marine Operations Center) at 1-800-553-9072 to notify them of flights within **10 miles of the Canadian border**.

For additional information on flights near the Canadian border refer to CDC Office Procedures Guide, Chapter 80.

84.4 AVIATION FREQUENCIES

84.4.1 FM FREQUENCIES

The CDC Dispatch Zone primarily utilizes two air-to-ground frequencies, IDL AG03, 151.1450 (primary) and A/G 54, 168.5375 (secondary), but has a third assigned (A/G 47, 167.7250) that will be held for overload or Type 3 IMT use. When multiple incidents involving aircraft occur simultaneously, the Aircraft Dispatcher or Assistant Center Manager-Operations may assign frequencies to incidents. Consideration will be given to incidents in the GVC Dispatch Zone potentially using the state-wide 151.145 frequency.

The CDC frequency zone (ID-06) has the same boundaries as the dispatch zone. In addition to assigned agency frequencies, CDC uses the National Flight Following frequency (168.6500) for initial check in/out and monitors Air Guard (168.6250) for aircraft emergency communications.

Refer to the CDC Frequency Guide.

84.4.2 AM FREQUENCIES

The assigned Initial Attack Air-to-Air frequency for the CDC frequency zone (ID-06) is 124.100.

CDC has the capability to communicate locally with aircraft on the airtanker base ramp frequency of 123.975.

Should an incident occur in which CDC has a need for an additional AM air-to-air frequency, place the order with NRCC for one of the two additional pre-approved frequencies. Additional frequency requests could take up to 12 hours to process.   A temporary frequency may be issued and later replaced with a frequency issued by the FAA.

The "Backcountry Victor" frequency, 122.9, shall be used to establish contact with any CPTPA aircraft that may be flying near their protection boundary.

84.5 SUNRISE/SUNSET LIMITATIONS

Most air operations and single-engine aircraft are limited by sunrise/sunset. Forest Service policy states there will be no flying 30 minutes before sunrise and 30 minutes after sunset, with certain exceptions for multi-engine aircraft. The IPNF Aviation Plan limits IPNF air operations to hours between sunrise and sunset after September 15 each year.

85 SAFETY

Aviation Incident / Accident Response

The **North Idaho Federal and State Interagency Aviation Mishap Response Guide and Checklist** shall be used for any aviation incident/accident response handled by CDC and the Assistant Center Manager-Operations, CDC Center Manager, and UAO or IDL Aviation Officer shall be notified immediately.

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